



**IMPORTANT**  
**2006/2007 RENEWAL REQUIREMENTS**

***If these guidelines are not followed..... your RENEWAL APPLICATION will be returned. Also, if not submitted by deadline date a civil penalty will be assessed***

**TO: All Licensed Charitable Gaming Distributors**

Enclosed are your company's renewal application forms for the 2006/2007 licensing period. **Please read the following and review your application forms carefully before completing.** All applications shall be submitted to the Office of Charitable Gaming no later than May 26, 2006. Failure to remit renewal to the office by **May 26, 2006** will result in a **civil penalty** being assessed by the office in accordance with LAC §1787.A.6. In addition to any penalty, late remission of your renewal may result in the delay of the issuance of a license.

A license will not be issued until all required information has been provided to and approved by the Office. Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2006 until your company has received a printed license for the 2006/2007 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

An application will only be accepted if **all** the following conditions are met:

1. Correct fee of \$250 is submitted with the application. Check should be attached to the application and made out to the Office of Charitable Gaming;
2. **All** sections of the application are completed fully and legibly along with all requested data and attachments;
3. Application must be signed by the **President or head of the company and properly notarized** (Application must be signed and dated on the **same date** it is notarized in the presence of a notary);
4. A **Personal History and Financial Statement** for any new stockholder owning more than 5% of the company and new Officers, or Directors will be required, or if any significant changes have taken place. If your company's stockholders, Officers, or Directors did not have any significant changes to their personal history or financial statements that have been submitted to this Office in the past, please indicate this on the enclosed **Change of Personal History or Financial Position** form, sign, and have it notarized
5. A completed list of **all** Louisiana Employees must be submitted to the Office. The Office can provide your company a list of all employees currently registered. This must be requested in writing. If your company has any changes in employees or hired any new employees, the Office must be notified within 10 days.

**\*\*\*IMPORTANT NOTICE\*\*\***

Also, it shall be the distributor's responsibility to ascertain that manufacturers are licensed by the Office for the 2006/2007 licensing year prior to purchasing any gaming supplies for sales to organizations.

It shall be the responsibility of each distributor to ascertain whether an organization has received its charitable gaming license on July 1, 2006, before gaming supplies are sold to that organization. Therefore, distributors shall require organizations to furnish a copy of their 2006/2007 license prior to sale of any gaming supplies to those organizations.

If you have any questions concerning any application information, please contact the Office at 1-800-562-9235 or locally at 225-925-1835.

*Office of Charitable Gaming*  
8549 United Plaza Blvd., Suite 301  
PO Box 98502, Baton Rouge, LA 70884-9502  
225-925-1835 925-7069 fax  
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